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ADMINISTRATIVE AND BUDGETARY ASPECTS OF THE FINANCING OF THE UNITED NATIONS PEACE-KEEPING OPERATIONS: FINANCING OF THE UNITED NATIONS PEACE-KEEPING OPERATIONS

Support account for peace-keeping operations

Report of the Secretary-General

Addendum

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I. INTRODUCTION

1. By its resolutions 48/226 A of 23 December 1993 and 48/226 B of 5 April 1994 the General Assembly, having considered the report of the Secretary-General on the support account for peace-keeping operations (A/48/470), inter alia, requested the Secretary-General to submit a report at its resumed forty-eighth session in accordance with the recommendations contained in paragraph 6 of the report of the Advisory Committee on Administrative and Budgetary Questions (ACABQ) (A/48/757). In those recommendations, the following were specifically requested:

(a) Concrete proposals and a rationale for the scope and use of the support account as well as for the scope and use of the regular budget for financing backstopping activities of peace-keeping operations;

(b) Criteria for distinguishing between the backstopping of peace-keeping operations and other activities to enable the Advisory Committee to determine the funding of various posts.

2. The Secretary-General, in his report on the support account for peace-keeping operations (A/48/470), included sections covering the proposals for submission of annualized budget estimates under the support account, as well as the methodology and funding of the account. These matters were not dealt with by the Advisory Committee.

3. The present report is submitted in accordance with the recommendations of the Advisory Committee.

II. BACKSTOPPING OF PEACE-KEEPING OPERATIONS

4. As the Secretary-General pointed out in his report on improving the capacity of the United Nations for peace-keeping (A/48/403), the complexity of directing and managing world-wide peace-keeping operations requires timely, efficient and effective collaboration, coordination and backstopping from a number of Secretariat units. The backstopping of peace-keeping operations comprises a spectrum of activities carried out by offices within the Secretariat in support of these operations. These activities begin with the planning and start-up phases of a new operation, then sustaining ongoing operations and finally, the liquidation phase at the end of an operation's mandate. The backstopping activities of the Secretariat comprise operational, political, military, humanitarian, legal, technical, financial, personnel, logistical and other administrative support necessary for responding in a timely, efficient and effective manner to the requirements of peace-keeping and other field missions. The offices most directly involved contribute to the common effort in a collective manner, but with clear and distinct responsibilities. Peace-keeping operations require the constant support of those Secretariat units for their daily operations. The backstopping functions provided by the various units within the Secretariat are summarized below.

5. The Department of Peace-keeping Operations is the operational arm of the Secretariat for the substantive and operational activities in the management of peace-keeping operations. It acts as the main channel of communication between Headquarters and the field. The Department's programme of work includes policy and operational activities; the planning, preparation, conduct and direction of peace-keeping operations; negotiations and other contacts with Member States concerning participation in such operations; coordination among Secretariat units involved; and reporting to the Security Council and the General Assembly. The Field Operations Division within the Department provides administrative and logistics support to the peace-keeping operations and other missions, and is responsible for their day-to-day management.

6. The Department of Political Affairs is the political arm of the Secretariat in matters relating to the maintenance of international peace and security and the control and resolution of conflicts within States; its primary responsibilities include peacemaking and preventive diplomacy and political research and analysis. The Department of Humanitarian Affairs is responsible for the coordination of humanitarian operations. Humanitarian assistance is recognized as an important component of multilateral responses to complex crises. It is therefore important that the interrelationship between humanitarian, peacemaking and peace-keeping actions is taken into consideration in developing the United Nations response to complex emergencies.

7. While the work of those Departments is clearly visible because they are directly, and in the case of the Department of Peace-keeping Operations exclusively, involved in peace-keeping operations, the essential central backstopping activities of other offices are less obvious. As explained in the recent report of the Secretary-General (A/48/470), each of the three departments mentioned above is dependent upon the institutional support services provided by other departments and offices: when the workload of those three Departments increases, there is a concomitant increase in backstopping support services in the other areas. Without their contribution, the effective functioning of peace-keeping operations would be compromised, if not rendered altogether unworkable. This contribution includes ongoing support in the areas of legal, finance, personnel, general services and other administrative backstopping; assurance that established standards and procedures are applied; compliance with the Organization's financial and staff regulations and rules; and the maintenance of the proper checks and balances. In addition to backstopping peace-keeping operations, those support services also provide backstopping to the work of all departments and offices funded by both the regular budget and extrabudgetary resources, at Headquarters and other duty stations.

8. The Office of Legal Affairs provides advice on the legal aspects of peace-keeping operations, including legal instruments such as "status-of-forces agreements" between the United Nations and host countries, in connection with the establishment and preparatory phases of an operation. The Office also provides advice on procurement, contracting and resolution of commercial claims and claims for property damage, personal injury and death.

9. The Department of Administration and Management provides a wide array of services that are crucial for the effective preparation and functioning of missions in the field. The work of the Office of the Security Coordinator,

which is responsible for the coordination of all activities of the United Nations and its specialized agencies relating to the safety and security of staff and their dependants at all field locations, has expanded significantly to include the safety and security of civilian personnel with peace-keeping operations.

10. In the Office of Programme Planning, Budget and Finance, the Peace-keeping Financing Division prepares the submission of the Secretary-General's budget proposals and performance reports for peace-keeping operations and has primary responsibility for financial policy, budget formulation, budgetary control, monitoring of cash flow, review of reimbursement to troop-contributing Governments and consultations with Governments on financial matters relating to peace-keeping operations. The Programme Planning and Budget Division has similar responsibilities for the missions financed under the regular budget. The Accounts Division records and monitors the accounts for all peace-keeping operations; payrolls all international civilian staff; approves all Headquarters-based payments on behalf of peace-keeping missions; prepares consolidated financial statements for all peace-keeping operations; prepares cash flow reports and projections; and is responsible for the design, installation and enhancement of computer-based accounting systems in peace-keeping missions. Treasury receives assessed contributions; administers peace-keeping operations' bank accounts; makes various payments from those accounts; and arranges for short-term investments for their cash holdings. The Financial Management and Control Division provides financial policy guidance and rulings; its Contributions Section issues assessment letters to Member States, with the concomitant administrative tasks involved in the receipt of their payments and the preparation of reports on the status of contributions; its Insurance Section arranges for appropriate health and life insurance coverage of mission staff as well as third-party liability coverage for vehicles, aircraft and other equipment utilized by field missions.

11. The Office of General Services provides international contractual and procurement services required by the missions in the field through its Field Missions Procurement Section; its Electronic Services establishes communications circuits to mission areas, including configuring INMARSAT equipment and satellite and multiplexing equipment for voice and data circuits, and operates, on a 24-hour basis, the satellite Earth station and its associated overseas network as well as code operations at Headquarters; mail and pouch services for the field missions are provided through the Mail Operations Section of its Buildings Management Service.

12. The Office of Human Resources Management provides for the staffing of peace-keeping operations, by assignment of staff members from their "parent" duty stations, or by outside recruitment, through the screening, evaluation and interviewing of thousands of candidates; staff services (staff rights and obligations, personnel actions, separation actions, reintegration on return from the field); establishment and review of salaries, allowances, terms and conditions of staff, including locally recruited personnel; training workshops and seminars on peace-keeping, management and supervision of field operations and security. The Medical Service conducts medical examinations and reviews medical reports of candidates for recruitment, serving staff, military observers and civilian police for peace-keeping assignments; recommends the level and

standard of medical facilities for missions; and conducts assessments of living conditions, endemic diseases and stress factors.

13. The Office of Inspections and Investigations provides audit and investigative services for all peace-keeping operations in the areas of financial management, personnel management, procurement and property management. The Office also investigates reports of alleged misconduct, malfeasance, deliberate mismanagement, abuses or violation of the Organization's regulations, rules and administrative instructions.

14. The recent unprecedented expansion of peace-keeping operations has had a major impact on the capacity of all of the offices mentioned above to carry out their mandated activities in a timely, efficient and effective manner.

III. SCOPE AND USE OF THE SUPPORT ACCOUNT AND THE REGULAR BUDGET

15. As discussed in section IV of the report of the Secretary-General on improving the capacity of the United Nations for peace-keeping (A/48/403), the number of staff assisting him in peace-keeping operations has always been small, with specialized expertise and support provided, as necessary, by other units of the Secretariat. This approach worked well at a lower level of activity, when there were few peace-keeping operations, but its limitations have become evident in view of the large scale of recent peace-keeping operations. The increase in the number and magnitude of peace-keeping operations has affected all departments with backstopping activities. While efforts have been made, on the one hand, by the Secretary-General to absorb as much as possible the additional workload by redeploying resources and, on the other hand, by programme managers readjusting work programmes, it has not been possible to meet the demands for the increased level of all aspects of backstopping support required to undertake peace-keeping operations efficiently and effectively at the current scale of operations.

16. In spite of the efforts made to absorb the additional workload, the Secretariat's capacity to provide timely and effective support in the preparation, administration and monitoring of those operations has become inadequate, given the fact that 29 field missions are currently being maintained, 6 of which started in 1992, 8 in 1993 and 2 in 1994. Since 1991, international civilian staff in peace-keeping operations have risen from 1,410 to 3,500 at the end of 1993, an almost 150 per cent increase; and military personnel have increased from 11,178 to 79,500, which represents an increase of 610 per cent. Until 1991, peace-keeping operations implemented primarily observation and interposition mandates. The advent of multi-component missions in 1992 and 1993 has changed the focus and requirements for backstopping support. While mission staffing has grown dramatically, there has not been a concomitant increase in resources for backstopping support at Headquarters.

17. Such a rapid increase in the number and magnitude of field missions over a relatively short period of time has stretched the absorptive capacity of the Secretariat to the limit. While every effort will be made for further redeployments, the Secretary-General must at the same time bear in mind that

peace-keeping activities cannot be further enhanced and strengthened at the expense of effective implementation of programmes that have been mandated in other sectors. The Secretary-General intends to build up the number of regular budget posts to support and backstop peace-keeping operations and other field missions gradually in future programme budgets, starting with the proposed programme budget for 1996-1997, but it is clear that, given the budgetary constraints, this approach alone would not provide sufficient staff resources for backstopping functions in view of the extraordinary growth in the number and magnitude of peace-keeping operations.

18. Accordingly, expanded use of the peace-keeping support account is necessary, particularly in the immediate future. Indeed, the support account was established for the purpose of meeting the need to supplement the resources that are provided under the regular budget for the backstopping of good-offices and peace-keeping operations. The support account was intended to provide the Secretariat with the necessary additional resources for responding effectively and in a timely and efficient manner to initiatives that need to be taken in relation to peace-keeping activities. In addition, it would provide flexibility in the use of resources to respond to the changing needs of the political and administrative backstopping tasks for the various operations.

19. In this connection, it is noted that, in the past few years, there has been a significant reduction in the level of staff in the Department of Administration and Management, as a result of overall efforts, through redeployment of its resources, to strengthen the substantive areas of the Organization, including those dealing with peace-keeping operations.

20. The scope of the Secretariat's activities requiring supplementary resources for backstopping peace-keeping operations ranges from those being carried out in the substantive areas to those in the administrative and other support areas. Ongoing substantive work, however, such as political research and analysis, would continue to be financed by the regular budget. The use of the support account is determined primarily by the temporary nature of peace-keeping operations, the fluctuations in the number of operations and the volume of the related work.

21. In determining the scope and use of the support account, it would be useful to consider the delineation of backstopping responsibilities for peace-keeping activities. One category would include offices that have direct responsibilities exclusively for peace-keeping activities such as the Department of Peace-keeping Operations; the Peace-keeping Financing Division, Office for Programme Planning, Budget and Finance, and the Field Mission Procurement Section, Office of General Services, in the Department of Administration and Management. A second category would include offices that have direct but not exclusive responsibilities for backstopping peace-keeping operations; those offices, such as the Office of Legal Affairs, the Accounts Division of the Office for Programme Planning, Budget and Finance, the Office of Human Resources Management (staff administration, medical, training, etc.), the Office of General Services (telecommunications, electronic services, etc.) and the Office for Inspections and Investigations, also have responsibilities for backstopping activities funded by the regular budget and extrabudgetary resources. A third category may arise when programmes may be affected, but to a much lesser degree,

by additional work required in support of certain elements of peace-keeping operations.

22. In the first category, offices whose responsibilities are exclusively for peace-keeping operations, the Department of Peace-keeping Operations with its current mandate was established in 1993 to enhance the planning and managerial capacity for peace-keeping operations, given the unprecedented expansion of peace-keeping activities. The regular budget resources for 1994-1995 therefore included those that had previously been provided for peace-keeping operations, those acquired through redeployment and additional resources. Such regular budget resources provide in part for the activities that span all operations, such as policy and operational guidance, liaison with Member States; preparation of contingency plans; and establishment, direction, coordination and monitoring of peace-keeping operations. The support account, therefore, would be used to supplement the regular budget resources as a result of the sheer volume of work related to the increase in the number of operations and to provide the means for responding to current urgent requirements until the regular budget can provide the acceptable level of resources.

23. The Peace-keeping Financing Division, which prepares the submission of budget proposals and is responsible for budgetary control, monitoring of cash flow, review of reimbursement to troop-contributing Governments, consultations with Governments on financial matters related to peace-keeping operations, is currently financed entirely from the support account. To be consistent with the rationale for using the support account, it would be logical if the nucleus of posts for backstopping peace-keeping operations in the budget and finance areas were to be funded from the regular budget. The support account would then be used only to supplement resources for activities arising from the volume of work related to the expansion of peace-keeping operations, taking into account also the fluctuations in the overall demand for backstopping activities.

24. Similarly, the Field Mission Procurement Section should also have a nucleus of posts financed by the regular budget for backstopping peace-keeping operations. The support account would then be used only to supplement resources for activities arising from the volume of work related to the expansion of peace-keeping operations, taking into account also the fluctuations in the overall demand for backstopping activities.

25. In the second category, which includes offices that have responsibilities for backstopping regular budget and extrabudgetary programmes as well as peace-keeping operations, the delineation of staff resources between those backstopping peace-keeping operations and those backstopping the activities funded under the regular budget and other extrabudgetary resources would be clearly defined, corresponding to the workload distribution. On that basis, the support account would be used for those backstopping activities arising from the sheer volume of work related to the expansion of peace-keeping operations, taking into account also the fluctuations in the overall demand for backstopping activities.

26. In the third category, which would include offices whose work programmes have been affected, but to a much lesser degree, the support account would be used only for backstopping activities when their absorptive capacity cannot bear

the additional workload resulting from the overall demand for backstopping activities.

IV. CRITERIA FOR DETERMINING THE FUNDING OF POSTS

27. The Advisory Committee requested that the criteria for distinguishing between the backstopping of peace-keeping operations and other activities be presented, to enable the Committee to determine the funding of various posts. It is the understanding of the Secretary-General that "other activities", in the context of the Advisory Committee's deliberations, refers to good offices and other field missions that are financed from the regular budget. The distinction that can be made, therefore, is that the backstopping of those activities would normally continue to be financed by the regular budget.

28. In view of the priority given by the international community to the maintenance of international peace and security, it is safe to assume that the Organization will continue to be actively engaged in peace-keeping operations in the long term. It should be kept in mind that the maintenance of peace and security is a fundamental responsibility of the United Nations under its Charter and the costs related thereto are to be borne by Member States and are therefore considered as expenses of the Organization under Article 17. The resources required by the Secretariat to meet the challenges in a timely, efficient and effective manner must, therefore, be provided on a secure basis. An important element of those resources is adequate staffing on a permanent basis, irrespective of fluctuations in the number of field missions, in order to perform the basic backstopping functions for the maintenance of international peace and security.

29. The Secretariat, therefore, must have a capability, a permanent infrastructure, for undertaking peace-keeping operations. The main nucleus of posts that would be required on a permanent basis for Secretariat units with responsibilities exclusively for peace-keeping operations, irrespective of the fluctuations in the number of field missions, should be funded from the regular budget and would be built up gradually within future programme budgets, starting with the proposed programme budget for 1996-1997. Those units would be the ones that fall within the first category mentioned above (see paras. 22-24 above).

30. Under the first category, the support account would be used for temporary posts only to supplement the provisions under the regular budget for backstopping activities related to policy and operational guidance, managerial, technical, logistical, budget, finance and procurement support to meet the additional workload arising from fluctuations of the overall demand for peace-keeping and related activities.

31. The support account would also be used for temporary posts for other Secretariat units, such as those falling under the second category (see para. 25 above), to meet the additional workload attributable to peace-keeping operations, taking due account of the clear delineation between the activities that backstop peace-keeping operations and those that backstop regular budget and other extrabudgetary programmes, on the basis of a percentage share of

workload attributable to peace-keeping operations within the entire workload of the units concerned.

32. The establishment of temporary posts would continue to be governed by the criteria contained in paragraphs 16 and 17 of the Secretary-General's report on the support account for peace-keeping operations (A/45/493). Those criteria are:

(a) Workload indication;

(b) Functional relationship of the proposed post to the work plan of the office or department;

(c) Possibilities for redeployment of existing staff resources to meet the functional need that has been identified;

(d) The appropriateness of funding the post from the support account for peace-keeping operations rather than from regular budget resources and of the type of contract to be offered to the incumbent in order to preserve flexible management of staff resources;

(e) Proposed grading of posts vis-à-vis prevailing standards for post classification;

(f) The effect that the creation of the post would have on the grading and organizational structures of the unit in which it is to be placed, bearing in mind the temporary nature of the post to be created;

(g) The duration of the post functions and the availability of the current and expected funding sources.

33. The support account would also be used for the following staff-related expenditures in connection with urgent and special requirements that cannot be met within the regular budget:

(a) General temporary assistance, to cover requirements for time-limited temporary assistance and for periods of peak workload and temporary replacement of staff encumbering posts funded from the support account who are on leave;

(b) Overtime, to meet requirements attributable to the urgent need to meet short deadlines associated with peace-keeping operations that are due to the nature of the work and to the time difference between Headquarters and the location of the field missions;

(c) Official travel, to allow the staff in the Department of Peace-keeping Operations and the Peace-keeping Financing Division to visit and assess requirements in the field; to consult with troop-contributing Governments; and to undertake other related tasks requiring participation in the missions;

(d) Training: given the complexity of peace-keeping operations, training of mission staff is an essential element of efforts made to strengthen the Organization's capacity for peace-keeping operations. It is thus the

responsibility of the Organization, prior to their assignment to the field missions, to ensure that military, political and administrative officers, senior election officials and police officers have the opportunity to work and train together in simulated operational and regional environments and to familiarize themselves with the practices of the Organization. These training activities, including the publication of manuals, would not fall within the scope of the training programme funded from the regular budget;

(e) Other urgent and special requirements directly linked to peace-keeping operations, but not assigned to any one specific peace-keeping operation (e.g. specialized equipment for the Situation Centre).

V. RESOURCE REQUIREMENTS

34. It will be recalled that under the terms of resolutions 48/226 A and B, the General Assembly authorized 148 of the 199 posts requested by the Secretary-General in paragraph 17 of his report (A/48/470). This brought the total number of posts financed from the support account to 342 as shown in annex I to the present report. To cover the costs of the 342 posts and provisions for general temporary assistance, overtime, travel and common services, the General Assembly authorized the amount of $16,376,250 for the six-month period from January to June 1994.

35. The Secretary-General believes that the time has come to present to the Member States a plan concerning an adequate Headquarters infrastructure to manage peace-keeping operations effectively. Obviously, resource constraints as well as necessary procedures for the recruitment of staff make it unrealistic to assume that the projected growth can be achieved in 1994. Nevertheless, it is important to put on record a vision of the Secretariat units supporting peace-keeping operations as they should be configured in the not too distant future. At the present time, the total number of posts required for effectively backstopping peace-keeping operations is estimated at approximately 630. However, in view of the constraints attributable to the projected income in 1994, a lower number of posts is being requested at the present time. Proposals for additional posts will therefore be made for 1995.

36. In line with the Secretary-General's proposals on annualized budget estimates under the support account as well as the methodology and funding of the account (see A/48/470, sects. I and II) and with the Advisory Committee's request in paragraph 18 of its report, the Secretary-General submits, hereunder, his detailed staffing requirements for the balance of 1994. The table below summarizes the 92 posts requested in addition to the 342 posts currently authorized. Detailed information on all the 92 posts requested is provided in annex IV.

Use of the support account

	Professional and above	General Service	Total
Secretariat of ACABQ	-	-	-
Executive Office of the Secretary-General	-	-	-
Department of Peace-keeping Operations	28	32	60
Office of Legal Affairs	1	-	1
Department of Administration and Management			
Office of the Under-Secretary-General	-	-	-
Peace-keeping Financing Division	3	2	5
Accounts Division	4	2	6
Treasury	-	-	-
Financial Management and Control Division -	-	-	
Recruitment and Placement Division	1	1	2
Staff Administration and Training Division 2	1	3	
Medical and Employee Assistance Division -	-	-	
Mail Operations Section	-	2	2
Purchase and Transportation Service	7	3	10
Electronic Services	-	2	2
Office for Inspections and Investigations			
Audit and Management Control Division	1	-	1
Total	47	45	92

37. Annex II provides a breakdown by level of post. Pursuant to the Advisory Committee's observation in paragraph 17 of its report (A/48/757), information on available staff resources from all sources of funds for all departments and offices receiving posts from the support account is provided in annex V.

38. A summary of total post requirements for 1994 is provided in annex III. In addition to posts, the amount of $367,700 is required for general temporary assistance, $130,000 for overtime, $290,000 for travel, $480,000 for training and $592,000 for special equipment. Detailed information is provided in paragraphs 59 to 63 of annex IV. The total projected expenditure for 1994 is approximately $34.8 million, as summarized in annex VI, against projected income of some $35 million, including the estimated 1993 unencumbered balance of approximately $10 million.

VI. ACTION TO BE TAKEN BY THE GENERAL ASSEMBLY

39. The General Assembly, at its resumed forty-eighth session, may wish:

(a) To endorse the criteria to be followed for the use of the Support Account (paras. 27-33);

(b) To authorize the provision from the support account of the resource requirements for 1994 as set forth in paragraph 38 above.

Annex I

DISTRIBUTION OF AUTHORIZED POSTS FOR THE PERIOD JANUARY TO JUNE 1994

	D-2	D-1	P-5	P-4	P-3	P-2/1	GS principal level	GS other level	Total
SECRETARIAT OF THE ADVISORY COMMITTEE ON ADMINISTRATIVE AND BUDGETARY QUESTIONS a/	-	-	1	-	-	-	-	-	1
EXECUTIVE OFFICE OF THE SECRETARY-GENERAL	1	-	1	1	-	-	-	1	4
DEPARTMENT OF PEACE-KEEPING OPERATIONS	-	6	10	38	34	6	7	112	213
OFFICE OF LEGAL AFFAIRS	-	-	1	-	1	-	-	-	2
DEPARTMENT OF ADMINISTRATION AND MANAGEMENT									
Office of the Under-Secretary-General b/	-	-	-	1	-	-	-	1	2
Office of Programme Planning, Budget and Finance									
Peace-keeping Financing Division	1	-	2	8	6	-	1	12	30
Accounts Division	-	-	1	3	3	-	-	6	13
Treasury	-	-	-	1	1	-	-	4	6
Financial Management and Control Division	-	-	-	1	-	-	-	2	3
Office of Human Resources Management									
Recruitment and Placement Division	-	-	-	2	1	-	-	6	9
Staff Administration and Training Division	-	-	-	3	-	-	-	4	7
Medical and Employee Assistance Division	-	-	1	1	1	-	-	4	7
Office of General Services									
Buildings Management Service	-	-	-	-	-	-	-	3	3
Purchase and Transportation Service	-	-	-	4	8	-	-	16	28
Electronic Services	-	-	-	-	-	1	-	3	4
Office for Inspections and Investigations									
Audit and Management Control Division	-	-	-	6	3	-	-	1	1
Total	2	6	17	69	58	7	8	175	342

a/ One half of the cost of the P-5 post is financed from reimbursement for support to extrabudgetary administrative structures.

b/ Including one General Service post in the Executive Office.

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Annex II

DISTRIBUTION OF REQUESTED POSTS, BY LEVEL, FOR THE BALANCE OF 1994

	D-2	D-1	P-5	P-4	P-3	P-2/1	GS principal level	GS other level	Total
SECRETARIAT OF THE ADVISORY COMMITTEE ON ADMINISTRATIVE AND BUDGETARY QUESTIONS a/	-	-	-	-	-	-	-	-	-
EXECUTIVE OFFICE OF THE SECRETARY-GENERAL	-	-	-	-	-	-	-	-	-
DEPARTMENT OF PEACE-KEEPING OPERATIONS	1	1	5	12	8	1	1	31	60
OFFICE OF LEGAL AFFAIRS	-	-	-	1	-	-	-	-	1
DEPARTMENT OF ADMINISTRATION AND MANAGEMENT									
Office of the Under-Secretary-General b/	-	-	-	-	-	-	-	-	-
Office of Programme Planning, Budget and Finance									
Peace-keeping Financing Division	-	1	1	1	-	-	-	2	5
Accounts Division	-	-	-	-	4	-	-	2	6
Treasury	-	-	-	-	-	-	-	-	-
Financial Management and Control Division	-	-	-	-	-	-	-	-	-
Office of Human Resources Management									
Recruitment and Placement Division	-	-	1	-	-	-	-	1	2
Staff Administration and Training Division	-	-	-	1	1	-	-	1	3
Medical and Employee Assistance Division	-	-	-	-	-	-	-	-	-
Office of General Services									
Buildings Management Service	-	-	-	-	-	-	-	2	2
Purchase and Transportation Service	-	1	1	4	1	-	-	3	10
Electronic Services	-	-	-	-	-	-	-	2	2
Office for Inspections and Investigations									
Audit and Management Control Division	-	-	1	-	-	-	-	-	1
Total	1	3	9	19	14	1	1	44	92

a/ One half of the cost of the P-5 post is financed from reimbursement for support to extrabudgetary administrative structures.

b/ Including one General Service post in the Executive Office.

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Annex III

SUMMARY OF TOTAL POST REQUIREMENTS FOR 1994

	D-2	D-1	P-5	P-4	P-3	P-2/1	GS principal level	GS other level	Total
SECRETARIAT OF THE ADVISORY COMMITTEE ON ADMINISTRATIVE AND BUDGETARY QUESTIONS a/	-	-	1	-	-	-	-	-	1
EXECUTIVE OFFICE OF THE SECRETARY-GENERAL	1	-	1	1	-	-	-	1	4
DEPARTMENT OF PEACE-KEEPING OPERATIONS	1	6	16	50	42	7	8	143	273
OFFICE OF LEGAL AFFAIRS	-	-	1	1	1	-	-	-	3
DEPARTMENT OF ADMINISTRATION AND MANAGEMENT									
Office of the Under-Secretary-General b/	-	-	-	1	-	-	-	1	2
Office of Programme Planning, Budget and Finance									
Peace-keeping Financing Division	1	1	3	9	6	-	1	14	35
Accounts Division	-	-	1	3	7	-	-	8	19
Treasury	-	-	-	1	1	-	-	4	6
Financial Management and Control Division	-	-	-	1	-	-	-	2	3
Office of Human Resources Management									
Recruitment and Placement Division	-	-	1	2	1	-	-	7	11
Staff Administration and Training Division	-	-	-	4	1	-	-	5	10
Medical and Employee Assistance Division	-	-	1	1	1	-	-	4	7
Office of General Services									
Buildings Management Service	-	-	-	-	-	-	-	5	5
Purchase and Transportation Service	-	1	1	8	9	-	-	19	38
Electronic Services	-	-	-	-	-	1	-	5	6
Office for Inspections and Investigations									
Audit and Management Control Division	-	-	1	6	3	-	-	1	11
Total	3	8	27	88	72	8	9	219	434

a/ One half of the cost of the P-5 post is financed from reimbursement for support to extrabudgetary administrative structures.

b/ Including one General Service post in the Executive Office.

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Annex IV

JUSTIFICATION OF RESOURCE REQUIREMENTS

1. It will be recalled that, under the terms of its resolutions 48/226 A and B, the General Assembly authorized a total of 148 of the 199 posts requested by the Secretary-General as indicated under paragraph 17 of his prior report (A/48/470). This brought the total number of posts financed from the support account to 342 as shown in annex I. To cover the costs of the 342 posts and provisions for general temporary assistance, overtime, travel and common services the General Assembly authorized the amount of $16,376,250 for the six-month period from 1 January to 30 June 1994.

2. The resource requirements for the period from 1 July to 31 December 1994 for each of the departments/offices that provide backstopping to peace-keeping operations are indicated below. Annex V provides information on total staff resources in each department/office, workload indicators and organizational charts.

I. POSTS

A. Secretariat of the Advisory Committee on Administrative and Budgetary Questions

3. The continuation of the funding of one half of the cost of one P-5 post is proposed. Table 6 in annex V provides information on the resources available to the secretariat of the Advisory Committee.

B. Executive Office of the Secretary-General

4. In view of the Secretary-General's overall responsibilities for the oversight of the peace-keeping operations being conducted by the Organization, the workload of the Office is directly affected by the number and complexity of the operations under way. There is, therefore, a continuing requirement for the four posts and the continued funding under general temporary assistance of the Special Adviser to the Secretary-General. Information on resources available to the Executive Office of the Secretary-General is provided in annex V, table 1.

C. Office of Legal Affairs

5. This Office has been provided with two posts from the Support Account, one at the P-5 level and the other at the P-3 level. Information on the resources currently available to the Office is provided in annex V, table 3.

6. The Office provides legal advice and prepares legal instruments in connection with the establishment and preparatory phase of an operation as well as guidance on the implementation of agreements and resolutions of the organs of the United Nations. The functions also include the provision of general legal

support to ongoing peace-keeping operations, including advice in connection with procurement, contracting and the resolution of commercial claims and claims for property damage, personal injury and death, as well as the provision of advice, assistance and guidance in connection with humanitarian and peace-building initiatives and the winding-up of the Organization's peace-keeping operations. The two organizational units in the Office of Legal Affairs that provide direct support services to peace-keeping operations are the Office of the Legal Counsel and the General Legal Division.

7. The increase in peace-keeping operations has resulted in the following types of supplemental legal services: (a) legal arrangements for political aspects of the Organization's expanded and multidimensional peace-keeping operations; (b) additional legal instruments for implementing expanded peace-keeping mandates; (c) modalities for incorporating humanitarian assistance and peace building efforts into missions; (d) negotiation and drafting of contracts for logistical, transportation and other support services; (e) review of arrangements with Governments for equipping contingents; (f) supplemental arrangements for the civilian staffing of missions; and (g) expanded arrangements for the settlement of claims and the liquidation of property, goods and supplies. To meet the increased demand for legal services in support of peace-keeping operations, one additional P-4 post is proposed.

D. Department of Peace-keeping Operations

8. In the Department of Peace-keeping Operations several developments have occurred, or are anticipated, that require additional resources. These include, but are not limited to, the establishment of a Division devoted to planning and other responsibilities, such as civilian police, mining-clearance and training; the integration into the Department of the Field Operations Division; the need to address rising concerns regarding aviation safety; and increased automation of field missions.

9. To enhance the effectiveness and efficiency of Headquarters support to field missions, the Field Operations Division was integrated into the Department in September 1993 and the whole Department was consequently restructured. It now consists of the Office of the Under-Secretary-General, an Office of Operations and an Office of Planning and Support. It should be noted that the organizational nomenclature used is, at this stage, provisional and merely indicative. The finalization of this new structure is expected in the near future.

10. In reviewing the Secretary-General's report, the Advisory Committee, inter alia, made the following observations:

(a) The Secretary-General should "submit his detailed staffing requirements for the balance of 1994 [and should] indicate the results of workload studies to justify the staffing levels and complements being proposed in each unit ..." (A/48/757, para. 18);

(b) "The rationale for the establishment of separate units to carry out various functions [should] be fully explained" (ibid., para. 18);

(c) The Secretary-General should "submit a clear analysis of what he considers the most reasonable way of staffing and operating a 24-hour, 7-day week situation room, taking into account the Staff Regulations and Rules" (ibid., para. 23);

(d) The need for the establishment of a separate policy and analysis unit was questionable and that, instead, "the function of the gathering of experience and information relating to the performance specific to the peace-keeping operations should be performed by the entire Department ..." (ibid., para. 24);

(e) General Assembly resolution (47/71) invited the Secretary-General to consider identifying a focal point for contact by Member States seeking information on all facets, including operational, logistics and administrative matters, of ongoing and planned peace-keeping operations. ACABQ, instead of agreeing with a separate unit, "recommends that the incumbent of the P-5 post that it is recommended for this function be located in the Office of the Under-Secretary-General" (ibid., para. 25).

11. The concerns mentioned above will be addressed in the relevant paragraphs below. It is hoped that the explanations provided will serve to clarify the situation.

12. Although only a small part of the Department's workload is easily quantifiable, table 2 (C) in annex V provides a number of indicators. Since it was not possible, in the past year or so, to provide the required services within the available resources, the Department gratefully accepted offers from Member States to make military officers available on loan and at no cost to the United Nations. Their areas of assignment are listed in table 2 (D) of annex V.

13. For the balance of 1994, 60 additional posts (1 D-2, 6 P-5, 12 P-4, 8 P-3, 1 P-2 and 32 General Service, including one at the principal level) are proposed for the Department. This would bring the overall number of posts funded from the support account in the Department to 273. These additional posts are distributed among the various units indicated below.

1. Office of the Under-Secretary-General

14. Four units are located within this Office and report directly to the Under-Secretary-General: Office of the Military Adviser, Executive Office, Policy and Analysis Unit and Situation Centre. One additional P-3 post is proposed for this Office.

2. Office of the Military Adviser

15. The Military Adviser advises the Secretary-General, through the Under-Secretary-General for Peace-keeping Operations, on the military implications of United Nations resolutions, plans and proposals for the conduct of field missions, and advises force commanders and other military staff in field missions on the implementation of these plans and proposals. He provides

guidance and supervision to all the military desk officers and other military staff throughout the Department.

3. Executive Office

16. The Executive Office is responsible for the administration of the Department, which includes all budgetary, financial and personnel matters. Especially in the present phase of expansion and reorganization, the Executive Office, which was established only in June 1993, is seriously understaffed. It is proposed to increase its staffing complement (1 P-4, 1 P-3, 1 General Service (principal level) and 2 General Service (other level)) by one P-5 and one General Service post.

4. Policy and Analysis Unit

17. The Policy and Analysis Unit provides in-depth research and analyses of emergent policy questions and gathers information on related activities undertaken by intergovernmental, regional or non-governmental organizations and research institutions. The Unit will be responsible for the preparation of pre-session documentation for the Special Committee on Peace-keeping Operations and also for its technical and substantive servicing and provide related services during the sessions of the Special Political and Decolonization Committee of the General Assembly as well as for various other ad hoc intergovernmental committees on issues relating to peace-keeping. To provide the services expected of this Unit, it is proposed to increase its current staffing complement (comprised of one P-4 and one General Service) by one P-5 and one General Service staff members.

5. Situation Centre (formerly known as the situation room)

18. The Situation Centre was initiated in April 1993 to meet the need for a 24-hour-a-day point of contact and briefing centre within the Department to cope with the unprecedented pressures generated by a surge in peace-keeping operations, especially the complex missions such as the ones in the former Yugoslavia and Somalia. The Centre will now maintain two-way round-the-clock point-of-contact communications with all peace-keeping missions and provide certain silent-hour services to relevant political and military officials on urgent developments or crises requiring immediate action. It provides written reports and oral briefings on all aspects of all peace-keeping operations, both on a daily basis and on an as-when-required basis, to the Secretary-General's Office, to members of the Security Council and to permanent missions of troop-contributing countries.

19. The Centre also provides reference material and is tasked to develop some aspects of an "institutional memory" for the Department in terms of relational databases and historical and chronological information needed by policy makers.

20. The General Assembly has on several occasions expressed concern over the safety and security of United Nations personnel, in peace-keeping operations and

elsewhere. The Situation Centre assists those responsible in the Department of Peace-keeping Operations and in the Security Coordinator's Office by monitoring international developments that could have an impact on the safety and security of United Nations personnel in the field and alerts appropriate managers during the silent hours to any situations of actual or potential concern.

21. The General Assembly has also repeatedly called on the Secretary-General to identify a focal point for contact by Member States seeking information on all facets of ongoing and planned peace-keeping operations. ACABQ has recommended that no separate Unit be established for this purpose. This function will be undertaken by the Situation Centre.

22. To fulfil the tasks described above, the Situation Centre is organized by function, including a duty room, plus information and research, automation support and focal-point and liaison services. The 24-hour duty room is staffed by teams of officers who currently serve on a 25-hour shift basis. Up to now, the greater part of the staff has been composed of military officers provided at no cost to the United Nations. One additional P-4 post is proposed.

23. As mentioned in paragraph 22 above, the Centre has four units in addition to the Office of the Chief:

(a) The Office of the Chief undertakes the planning and supervision of the work of the Centre and develops new information-handling concepts and plans for activities that entail links and information exchanges with a variety of organizations;

(b) The Duty Room monitors the Organization's field missions and serves as the United Nations Headquarters point of contact for these missions as well as for permanent missions of Member States located in New York. Information is collected, collated, assessed and processed for the preparation of the daily Situation Centre reports. A senior officer (P-5) heads the Duty Room and also serves as a shift supervisor. Two other officers (P-4) serve as shift supervisors. During each shift period, the shift supervisor is responsible for the operation of the Situation Centre, assisted by two duty desk officers (P-3). The supervisor screens incoming information, oversees the preparation and content of the daily reports and coordinates the shift briefings; ensures the implementation of established procedures; and acts as the Department of Peace-keeping Operations duty officer during silent hours. Six duty desk officers (P-3), two of whom, together with the shift supervisor, form the three-person team per shift, monitor assigned field missions during the duty period and act as the United Nations point of contact at headquarters;

(c) Focal point and liaison: the focal point (P-4) maintains an overview of decisions, policies and developments in the Department and in field missions which may be of interest to Member States. In addition, close contact is maintained with the Department's desk officers and in other departments and in field missions. The liaison officer (P-3) deals with information consumers in the Department, including senior managers, and political and military advisers and administrative specialists to ensure that the reports produced by the Situation Centre contain valid and useful information. The Office maintains liaison with potential information providers (the United Nations Children's

Fund (UNICEF), the Office of the United Nations High Commissioner for Refugees (UNHCR), the World Food Programme (WFP)) in order to ensure a two-way flow of information; and acts as a Situation Centre duty staff officer on a weekly rotational basis. One assistant (General Service) provides secretarial and clerical support;

(d) Information and research: one officer (P-4), as information and research officer, is responsible for seeking information from the field, media and Member Governments; analysing and processing raw incoming data; and facilitating, complementing and amplifying information flows from the field to support timely decision-making by the head of the Department. The office also produces daily executive summaries and weekly mission summaries.

6. Office of Operations

24. The Office of Operations, headed by an Assistant Secretary-General, is responsible for the day-to-day executive direction of all peace-keeping operations. It provides these operations with timely direction and guidance on policy and operational issues and ensures that problems requiring decisions are resolved. It coordinates with other departments as well as with UNHCR, the United Nations Development Programme (UNDP), UNICEF and other agencies on activities within the context of peace-keeping operations. It maintains contact with the parties to a conflict, with the members of the Security Council, with countries contributing personnel to an operation and with other interested States on matters relating to the effective discharge of a mandate. The resources currently available to the Office of Operations are provided in annex V, table 2 B. Two General Service posts are proposed to strengthen the Office of the Assistant Secretary-General.

25. The Office is divided into three divisions, each responsible for the operations in its geographical area. In addition, the Office is involved with the Department of Political Affairs, as necessary, in work relating to political developments in Cyprus, Iraq, Afghanistan, Tajikistan and South Africa. The three divisions are:

(a) Africa Division: this Division is responsible for the United Nations Operation in Somalia (UNOSOM), the United Nations Angola Verification Mission (UNAVEM), the United Nations Operation in Mozambique (ONUMOZ), the United Nations Mission for the Referendum in Western Sahara (MINURSO), United Nations Observer Mission Uganda-Rwanda/United Nations Assistance Mission for Rwanda (UNOMUR/UNAMIR) and United Nations Observer Mission in Liberia (UNOMIL). The discharge of the Department's command and control responsibilities for these operations requires military expertise. However, only three military officers are currently assigned and two of them deal on a full-time basis with UNOSOM. Two additional posts, one P-4 for a military officer and one General Service, are proposed to strengthen the capacity of the Division to manage and provide the necessary backstopping to the military components of the operations in Africa;

(b) Asia and Middle East Division: this Division is responsible for the United Nations Military Observer Group in India and Pakistan (UNMOGIP), the

United Nations Iraq-Kuwait Observation Mission (UNIKOM), the United Nations Truce Supervision Organization in Palestine (UNTSO), the United Nations Disengagement Observer Force (UNDOF), the United Nations Interim Force in Lebanon (UNIFIL) and the United Nations Peace-keeping Force in Cyprus (UNFICYP). A D-2 post is proposed for the Director of the Division to ensure the best use of resources in assigning tasks, to supervise the work of the desk officers, ensure quality of output and relieve the Assistant Secretary-General for Operations in maintaining contacts at senior level. One additional P-4 post is proposed for a military officer to provide the required attention to military operational matters, which is necessary for the effective exercise of the Department's responsibilities for command and control of the operations in the field. Two General Service posts are also proposed to augment the support staff in the Division;

(c) Europe and Latin America Division: this Division is responsible for the United Nations Protection Force (UNPROFOR), the United Nations Observer Mission in El Salvador (ONUSAL), the United Nations Mission in Haiti (UNMIH) and the United Nations Observer Mission in Georgia (UNOMIG). A P-4 post for a Political Affairs Officer is proposed to reinforce the UNPROFOR Desk and to provide support and back-up capability to desk officers for the other operations. Two General Service posts are also proposed to strengthen the support staff of the Division.

26. Within each Division, responsibility for a peace-keeping operation is assigned to a "desk", comprising one or more political affairs officers, supported by one or more military officers. Depending on the volume of activity, additional support may be assigned, or an officer may be in charge of more than one desk.

27. It is difficult to quantify the present workload of the Office of Operations and its individual divisions. A directive to the chief of an operation in the field may be written and dispatched rapidly when the issue is clear, or it may require many hours of work. In addition, there are countless communications with the permanent missions of countries contributing to a peace-keeping operation.

7. Office of Planning and Support

28. The Office of Planning and Support, to be headed by an Assistant Secretary-General, serves as the principal source of advice to the Under-Secretary-General on all matters relating to the planning and support of field missions, including staffing, finance and logistics. It is also responsible for civilian police, mine-clearance, training and other special programmes. It directs initial needs assessment or fact-finding missions; defines and develops, or coordinates the development of, plans for peace-keeping operations; and acts as focal point for cooperation with other entities of the United Nations system in the planning and implementation of peace-keeping operations. It provides administrative, financial, logistic and personnel support to peace-keeping and other field missions. The Office of Planning and Support consists, in addition to the Office of the Assistant Secretary-General, of a Planning Division and a Field Administration and Logistics Division. Three

additional posts (1 P-2 and 2 General Service) are proposed for the Office of the Assistant Secretary-General.

(a) Planning Division

29. This Division is responsible, inter alia, for developing integrated plans of an operation. It has the cooperation and assistance of specialists of other offices and departments as required for complex, multidimensional operations. Staff from this Division will participate in advance technical survey missions and, to the extent feasible, will also be involved in the initial setting-up phase of missions they had planned. To facilitate planning and timely deployment, the stand-by forces management personnel have been incorporated into the Division and will continue to devise and maintain a system of national stand-by forces and other capabilities that Member States could maintain at an agreed state of readiness as a possible contribution to a United Nations peace-keeping operation. Two additional posts (1 P-3 and 1 General Service) are proposed to strengthen its current staffing. The Planning Division incorporates the following elements:

(i) Mission Planning Service

30. Four additional posts (1 P-4, 1 P-3 and 2 General Service) are proposed to augment the Service's capacity to undertake the preparation of short-, medium- and long-term planning for current and future peace-keeping operations. In this section a conceptual and mission planning team will carry out the establishment of procedures for mission establishment and operation and mission planning. The team will elaborate long-range strategic planning, develop an overall organizational policy for field missions. A generic conceptual planning team will develop planning guidelines for the mission conceptual planning and technical survey teams. A mission conceptual planning team will address a mission's operational, troop attribution and logistics requirements. It is essential that an easily accessible database is created for conceptual planning and for detailed preparation of field missions. It is also essential to draw and compile conclusions from ongoing operations and those that have been concluded through methodical and systematic debriefing of mission staff and assessment of operating procedures covering the political, operational, logistics and other aspects of a field mission.

(ii) Civilian Police Unit

31. The Unit provides advice regarding civilian police aspects of legislative mandates. It plans and presents proposals for police components/experts in field operations and advises Police Commissioners in the various missions on the implementation of their mandates.

(iii) Demining Unit

32. No additional posts are proposed for this unit.

(iv) Training Unit

33. Although Member States will provide the actual military training, the Unit will promote standardized training programmes and coordinate training activities. Specifically, the Unit will, in cooperation with the Training Division of the Office of Human Resources Management, develop and publicize teaching aids, hold promotional briefings, and organize multinational command and staff exercises. Three additional posts, one P-3 and two General Service, are proposed for this Unit.

(b) Field Administration and Logistics Division (formerly known as the Field Operations Division)

34. Thirty additional posts (4 P-5, 6 P-4, 5 P-3 and 15 General Service, including 1 principal level) are proposed for this Division. These are distributed as indicated below:

(i) Finance Management and Support Service

35. Six additional posts (1 P-5, 1 P-4 and 4 General Service) are proposed for this Service.

36. One General Service post is for the Office of the Chief of Service to assist in the preparation and of internal work plans, compiling inputs from units, and to provide additional administrative support to the Office.

Financial Planning Section

37. Two posts (1 P-5 and 1 General Service) are proposed for this Section. The incumbent of the P-5 post will be responsible for anticipating requirements for new and existing missions, including the preparation and submission of financial implications as inputs to the Secretary-General's reports to the Security Council and the preparation of requests to the Controller for advance funding authority, as required. The General Service post will provide support services to the Section.

Review and Analysis Section

38. Two posts (1 P-4 and 2 General Service) are proposed for this Section. The incumbent of the P-4 post will serve as the focal point for information on the financial status of missions to the Department of Peace-keeping Operations, the Department of Political Affairs, the Department of Humanitarian Affairs, the Office of Programme, Planning, Budget and Finance/Department of Administration and Management, other relevant Headquarters units; audit matters relating to missions and to ensure that corrective action is taken in conjunction with the Office of Programme, Planning, Budget and Finance and the Office for Inspections and Investigations. Additional responsibilities pertain to the receipt, review and verification of claims from troop-contributing countries in respect of supplies and services, death and disability, reimbursement for use of contingent-owned equipment and making recommendations to the Controller for payment. Support will be provided by the incumbent of the General Service post.

(ii) Logistics and Communications Service

39. Seventeen additional posts (1 D-1, 1 P-5, 4 P-4, 4 P-3 and 7 General Service, including 1 at the principal level) are proposed for the strengthening of this Service. Two posts (1 D-1 and 1 General Service) are proposed for the Office of the Chief of Service.

Supply Section

40. Two posts (1 P-4 and 1 General Service) are proposed for the Section. The incumbent of the P-4 post will be responsible for the supply of food rations, office supplies, uniforms and accoutrements, petrol, oil and lubricants, etc. Support services will be provided by the incumbent of the General Service post.

Engineering Section

41. Two posts (1 P-4 and 1 General Service) are proposed for this Section. The incumbent of the P-4 post will be responsible for all aspects of engineering support, which entails construction, accommodation, renovation and development of sites, particularly with regard to prefabricated accommodation as well as the coordination and monitoring of the implementation of engineering projects. Secretarial and clerical support will be provided by the General Service post.

Transport Section

42. This Section handles all support matters related to transportation, whether aircraft- and ship-leasing, rental of transportation equipment, movement of personnel or equipment, safety of charted aircraft, etc.:

(a) Two posts (1 P-4 and 1 P-3) are proposed for responsibilities associated with air and sea transport. The incumbents will have responsibility for bids, bid analysis and managing contracts for air and sea transport, respectively, to and from field missions, chartering of aircraft and the deployment of personnel and equipment to and from field missions, including rotation and repatriation of military contingents. One General Service post is also proposed to provide secretarial and clerical support;

(b) One P-3 post for a surface transport officer is proposed to meet the need for proper identification of surface transport requirements in the field and to ensure the proper management of vehicles and related equipment. The incumbent will evaluate requests and/or proposals from established missions; analyse bids, prepare short-lists of suppliers and represent the Division at Committee on Contracts meetings; and manage ongoing contracts for surface transport.

Electronic Services Section

43. The Section is responsible for providing communications systems specifically tailored to meet the needs of field missions, such as VHF, UHF, HF and satellite communications equipment in addition to supplying electronic data processing (EDP) support services to all the missions and support for the standard software packages that have been introduced in the field. Three posts

(1 P-3 and 2 General Service, including 1 principal level) are proposed for this Section.

Logistics Operations Section

44. The Section is responsible for the coordination and development of logistics support requirements and plans pertaining to new missions. This includes analysing logistical plans based on the findings of technical survey teams and ensuring that the subsequent requirements are fulfilled through close cooperation between the respective officers of the operational divisions, the Field Administration and Logistics Division and the Planning Division. The members of the Section participate in technical survey teams and undertake site visits at existing field missions to revise, on an as-required basis, logistic requirements and equipment assigned to the missions with the aim of reducing or readjusting the establishment and to coordinate plans for the disposition of assets of missions that are in the liquidation phase. Four posts (1 P-5, 1 P-4, 1 P-3 and 1 General Service) are proposed for this Section.

(iii) Personnel Management and Support Service

45. The Office of the Chief of Service will require one additional General Service post to assist in the preparation of internal work plans and to provide secretarial and clerical support.

Administration and Records Section

46. The complexity of administering some 8,000 civilian personnel (including local staff) on missions is due, in large measure, to three variable operational requirements. One is the life-cycle of mission operations; the second variable is associated with the variety of local circumstances; and the third is related to the different types of contracts that govern the services of mission personnel. These aspects, coupled with constant demand for speedy delivery of services, render the work of the Section demanding. One additional P-5 post is proposed as well as one General Service post to provide additional clerical support.

Staffing Support Section

47. The staffing function is increasingly being oriented towards a diversity of sources of personnel to meet the requirements of multi-component missions. In particular, there is an increasing demand for civilian technical and logistical expertise. These specialized functions have traditionally been performed by military personnel. In order to achieve further diversification, and as a means of inviting the participation of Member States in United Nations operations, a stand-by arrangement for civilian personnel with the Member States, similar to that being pursued for military personnel, will be developed and coordinated by the Unit. The travel-related servicing of several distinct types of personnel entails the need to coordinate differing travel arrangements as well as administration of the related entitlements. In view of the above, four posts (1 P-4, 1 P-3 and 2 General Service) posts are proposed to strengthen the Section.

8. Office of the Security Coordinator

48. The Office of the Security Coordinator in the Department of Administration and Management is staffed by two Professional (1 P-5 and 1 P-3) and two General Service staff members, whose posts are funded on a cost-shared basis by the organizations of the United Nations system (see annex V, table 5). This structure was established prior to the proliferation of peace-keeping operations and, therefore, the cost-sharing arrangements exclude the staff assigned to such operations. The principal functions of the P-4 post recently authorized from the Support Account are, inter alia, to monitor and assess the security situation in those locations where there is a peace-keeping mission, undertake security assessment missions to the field to evaluate security measures for the safeguarding of civilian personnel and to make appropriate recommendations and arrangements for the improvement thereof, develop specific security training for civilian staff and brief staff proceeding on mission, advise the designated official at peace-keeping missions on the preparation of security and contingency plans and participate in meetings of various task forces/working groups on peace-keeping operations.

9. Peace-keeping Financing Division

49. Five additional posts (1 D-1, 1 P-5, 1 P-4 and 2 General Service) are proposed for the remainder of 1994. The Division was not subdivided into organizational units in the past but, with the proliferation of peace-keeping operations, the Division has been restructured to function more effectively according to the distribution of tasks by region. Four sections have now been organized as shown in annex V, table 6 A. Three of these sections would cover the Africa, Asia and Middle East, and Europe and Latin America, respectively; each would be headed by an experienced senior staff member (P-5) who would have responsibility for overseeing the day-to-day work, ensuring quality control, providing guidance and leadership to a team of five Professionals (3 P-4, 3 P-3) and four General Service support staff members. In each of these three sections, each Professional would normally handle one or two peace-keeping operations. It is envisaged to establish the structure whereby an officer would be responsible for the overall financial management of a mission from its inception, including participation in the survey mission, through its liquidation.

50. The organizational structure described above would enhance efficiency in dealing with short financial periods resulting in frequent peace-keeping budget submissions; facilitate the preparation of requests for financial implications submitted to the Security Council and for commitment authority for new missions and expanded missions, pending submission of detailed cost estimates to the General Assembly; and minimize delays in the submission of budget performance reports and estimates to the General Assembly.

51. The fourth section would be responsible for policy issues of peace-keeping budget and finance; planning and coordination; management of the support account; preparation of reports on administrative and financial policies; streamlining budgetary procedures; maintenance of standard costs and formulation of costing and budget formats; post facto tracking and analysis of budget

estimates and expenditures to increase the accuracy and credibility of subsequent submissions; and reimbursement to troop-contributing Governments of troop costs, contingent-owned equipment and other costs, including claims for death and disability. The Section would also continue the development and maintenance of the Division's financial information database and management support capability in order to respond to queries from both internal and external sources in a timely and accurate manner. This section would be headed by a senior officer at the D-1 level, who will perform also the functions of a Deputy Director of the Division. The head of the Section would be assisted by one P-4 and four General Service staff members, including one at the principal level.

10. Accounts Division

52. Six additional posts (4 P-3 and 2 General Service) are proposed to maintain momentum on the development and implementation of the field accounting system which, as a pilot project for accounting and payrolling, had been funded on a temporary assistance basis up to the end of June 1994. The system will be standardized for all missions (currently installed for UNPROFOR, UNIFIL, UNTSO, UNOSOM, ONUMOZ, UNAVEM, the United Nations Guards Contingent in Iraq (UNGCI), UNIKOM, UNMIH and UNAMIR). Staff in the Division have spent over 120 work-weeks in the past year or so on 35 different missions to 11 sites where these systems are installed. The Division also runs telephone and electronic hot-line and help-desk services. The Division has been training a wider group of staff members to work on the expansion of the field accounting system and to provide back-up support. Information on the total resources available to the Division is provided in annex V, table 6 B.

11. Office of Human Resources Management

53. Two additional posts (1 P-5 and 1 General Service) are proposed for the Field Missions Unit of the Recruitment and Placement Division (see annex V, table 7). The P-5 post would accommodate the Head of the Unit and the General Service post would strengthen the Unit's capacity to deal with the large volume of correspondence and to keep the missions' computerized roster up to date. An analysis of the workload ratios per staff member of the Division, based on 1993 activities confirms the uneven workload distribution between regular budget and field mission recruitment. While 43.7 per cent of all recruitment and placement in 1993 related to peace-keeping operations, only 16.4 per cent of the posts were financed from the support account. Annex V, table 7 A provides information on the resources available to the Division.

54. Two additional posts (1 P-4 and 1 General Service) are proposed for the Staff Administration and Monitoring Service of the Staff Administration and Training Division. These posts are required in view of the increasing number of new peace-keeping missions, which has had a considerable impact on the workload of the Service in terms of its responsibility for all aspects relating to the assignment of staff to and from field missions. These involve the issuance of letters of appointments; processing entitlements, including dependency benefits and matters relating to the welfare of staff members and their families;

education grant; review of contractual status of staff; review of recommendations for special post allowances; extensions beyond the age of retirement; analysing cases and making recommendations on exceptions to the Staff Rules; termination of staff; disciplinary cases; monitoring personnel actions and decisions on matters that have been delegated to the missions.

55. One additional P-3 post is proposed for the Rules and Personnel Manual Section of the Division to cope with the increasing demands for advice and/or rulings on complex issues from the field missions. This Section initiates revisions to personnel and policy instruments. Direct consultations with and requests from the field average from 120 to 180 a year, ranging from advice on the administrative law of the United Nations; the development, review and interpretation of the Staff Rules; other legal issues relating to the conditions of service of the international civil service; delegation of authority to field missions for the handling of claims; and disciplinary procedures.

12. Office of General Services

56. Two General Service posts are proposed for the Pouch Unit of the Mail Operations Section of the Buildings Management Service to cope with the increased workload generated by the field missions.

57. A review has been undertaken on the staffing of the Purchase and Transportation Service, not only in numerical terms but also in terms of the necessary management structure. This review became imperative in the light of the serious scrutiny in the recent past on the management of peace-keeping operations, in particular, that pertaining to the serious backlogs in the procurement of goods and services. In the interest of an effective and efficient servicing of peace-keeping operations, the following remedial action is required to a system that has been exposed to constant overload: strengthening of management control and capacity and structural reorganization. Consequently, the Field Missions Procurement Section will be reorganized into a separate service (the Field Missions Procurement Service), to be headed at the D-1 level to provide the appropriate level of management responsibility and strategic oversight. In addition to the resources currently available to it as shown in annex V, table 8 B, 10 posts (1 D-1, 1 P-5, 4 P-4, 1 P-3 and 3 General Service) are proposed to provide the Service with adequate staffing.

58. Two additional General Service posts are proposed for the Telecommunications Operations Section of the Electronic Services Division to cope with the increased workload in the code operations traffic and those generated in establishing circuits to mission areas, configuring INMARSAT equipment, satellite and multiplexing equipment for voice and data circuits as well as interfacing with the telephone switch at Headquarters.

II. NON-POST RESOURCE REQUIREMENTS

A. General temporary assistance

59. The estimated requirements in the amount of $167,700 for the remainder of 1994 would cover requirements for periods of peak workload and temporary replacement of staff on leave ($50,000 for the Department of Peace-keeping Operations and $30,000 for the Department of Administration and Management) and for special requirements ($87,700) in the Executive Office of the Secretary-General.

B. Overtime

60. The provision in the estimated amount of $80,000 would cover the cost of overtime work ($50,000 for the Department of Peace-keeping Operations and $30,000 for Department of Administration and Management). Overtime work is often unavoidable during periods of peak workload and to meet deadlines, such as the preparation of documentation for the Security Council, the General Assembly and ACABQ. Short deadlines are also inherent to the nature of the work of the units supporting peace-keeping operations and the time difference between Headquarters and the location of the majority of the peace-keeping operations.

C. Travel on official business

61. A provision in the amount of $140,000 would provide for the following: $100,000 for the Department of Peace-keeping Operation's Training Unit to conduct regional training coordination workshops and for the Demining Unit to establish and/or expand mine-clearing programmes that are not associated with current peace-keeping missions; $40,000 to allow up to eight Finance Officers from the Peace-keeping Financing Division to undertake field visits to eight peace-keeping operations to assess financing requirements.

D. Training

62. As discussed in paragraphs 25 and 26 of his main report (A/48/470), the Secretary-General is convinced that his proposal is the minimum requirement necessary for ensuring qualified personnel for peace-keeping operations. Accordingly the Secretary-General reiterates his proposal for the provision of the funds ($200,000 for the Department of Peace-keeping Operations and $280,000 for the Office of Human Resources Management) requested therein under training. The importance of the activities that were intended to have been carried out in 1993 remain just as valid in 1994.

E. Specialized equipment for the Situation Centre

63. The Situation Centre is currently in the process of being relocated to the thirty-second floor of the Secretariat Building. Specialized equipment is required to enable timely and accurate collection and dissemination of

information between Headquarters, the field and other appropriate channels. The provision of $592,000 would provide for the acquisition of eight joint deployable information support system terminals and associated components at $74,000 each. This equipment will allow secure two-way communications between the Situation Centre and the field missions.

Annex V a/

INFORMATION OF STAFF RESOURCES, FROM ALL SOURCES OF FUNDS, AVAILABLE TO DEPARTMENTS AND OFFICES RECEIVING POSTS FROM THE SUPPORT ACCOUNT

Table 1

Executive Office of the Secretary-General

Executive Office			
	RB	XB	SA
Prof.	29	-	3
GS	45	-	1
TOTAL	74	-	4

a/ The following abbreviations are used in the present annex:

RB: Regular budget
XB: Extrabudgetary
SA: Support account
Prof: Professional and above
GS: General Service
SS: Security Service
TC: Trades and Crafts

Table 2

Department of Peace-keeping Operations

Office of the Under-Secretary-General

	RB	XB	SA
Prof.	3	-	1
GS	1	-	7
TOTAL	4	-	8

Military adviser

	RB	XB	SA
Prof.	3	-	1
GS	-	-	2
TOTAL	3	-	3

Situation Centre

	RB	XB	SA
Prof.	-	-	12
GS	-	-	-
TOTAL	-	-	12

Office of Planning and Support (see table 2.A)

	RB	XB	SA
Prof.	12	-	66
GS	24	-	97
TOTAL	36	-	163

Office of Operations (see table 2.B)

	RB	XB	SA
Prof.	14	-	13
GS	7	-	10
TOTAL	21	-	23

Policy and Analysis Unit

	RB	XB	SA
Prof.	-	-	1
GS	-	-	-
TOTAL	-	-	1

Executive Office

	RB	XB	SA
Prof.	2	-	-
GS	-	-	3
TOTAL	2	-	3

Table 2.A

Department of Peace-keeping Operations

Office of Planning and Support

Office of the Assistant Secretary-General

	RB	XB	SA
Prof.	2	-	1
GS	-	-	-
TOTAL	2	-	1

Planning Division
(see table 2.A.1)

	RB	XB	SA
Prof.	1	-	12
GS	1	-	3
TOTAL	2	-	15

Field Administration and Logistics Division
(see table 2.A.2)

	RB	XB	SA
Prof.	9	-	53
GS	11	-	94
TOTAL	20	-	147

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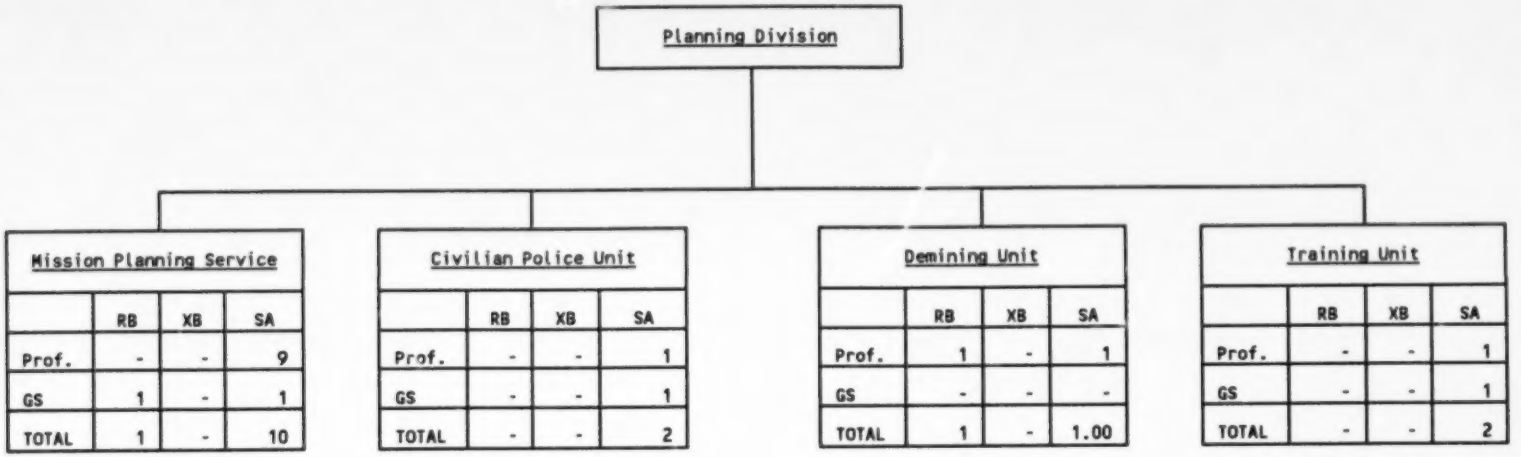
Table 2.A.1

Department of Peace-keeping Operations

Office of Planning and Support

Planning Division



Mission Planning Service	RB	XB	SA
Prof.	-	-	9
GS	1	-	1
TOTAL	1	-	10

Civilian Police Unit	RB	XB	SA
Prof.	-	-	1
GS	-	-	1
TOTAL	-	-	2

Demining Unit	RB	XB	SA
Prof.	1	-	1
GS	-	-	-
TOTAL	1	-	1.00

Training Unit	RB	XB	SA
Prof.	-	-	1
GS	-	-	1
TOTAL	-	-	2

Table 2.A.2

Department of Peace-keeping Operations

Office of Planning and Support

Field Administration and Logistics Division

Office of the Director			
	RB	XB	SA
Prof.	2	-	7
GS	1	-	9
TOTAL	3	-	16

Finance Management and Support Service			
	RB	XB	SA
Prof.	2	-	18
GS	3	-	23
TOTAL	5	-	41

Logistics and Communications Service			
	RB	XB	SA
Prof.	3	-	21
GS	2	-	38
TOTAL	5	-	59

Personnel Management and Support Service			
	RB	XB	SA
Prof.	2	-	7
GS	5	-	24
TOTAL	7	-	31

Table 2.B

Department of Peace-keeping Operations

Office of Operations

Office of the Assistant Secretary-General

	RB	XB	SA
Prof.	3	-	-
GS	2	-	1
TOTAL	5	-	1

Africa Division

	RB	XB	SA
Prof.	5	-	5
GS	4	-	1
TOTAL	9	-	6

Asia and Middle East Division

	RB	XB	SA
Prof.	2	-	5
GS	-	-	4
TOTAL	2	-	9

Europe and Latin America Division

	RB	XB	SA
Prof.	4	-	3
GS	1	-	4
TOTAL	5	-	7

Table 2.8.1

Department of Peace-keeping Operations

Office of Operations

Workload indicators, 1993

Mission	Reports to the Security Council		SUPPORT DOCUMENTS								TOTAL	
			Talking points for the Secretary-General		Letters to the Security Council		Briefing notes		Security Council updates			
	Number	Pages	Number	Pages	Number	Pages	Number	Pages	Number	Pages	No.	Pages
AFRICA DIVISION												
MINURSO	4	43	11	17			1	3			16	63
ONUMOZ	5	43	6	9			1	3			12	55
UNAMIR/UNOMUR	7	36	24	36							31	72
UNAVEM	6	64	9	14			2	6	7	14	24	98
UNOMIL	4	39	2	3	5	5	3	9			14	56
UNOSOM	8	121	31	47			9	27			48	195
Subtotal	34	346	83	125	5	5	16	48	7	14	145	538
ASIA AND MIDDLE EAST DIVISION												
UNDOF	2	8									2	8
UNFICYP	5	50	21	32	1	1					27	83
UNIFIL	3	16			4	4					7	20
UNIKOM	6	28									6	28
UNMOGIP												
UNTAC/UNMLT	11	105			18	18					29	123
UNTSO												
Subtotal	27	207	21	32	23	23					71	262
EUROPE AND LATIN AMERICA DIVISION												
ONUSAL	14	524	15	23							29	547
UNMIH	3	12	7	11	5	5	3	9			18	37

Mission	Reports to the Security Council		SUPPORT DOCUMENTS								TOTAL	
			Talking points for the Secretary-General		Letters to the Security Council		Briefing notes		Security Council updates			
	Number	Pages	Number	Pages	Number	Pages	Number	Pages	Number	Pages	No.	Pages
UNOMIG	8	46									8	46
UNPROFOR	30	245	40	60	15	15	30	90			115	410
Subtotal	55	827	62	93	20	20	33	99			170	1 039
TOTAL	116	1 380	166	249	48	48	49	147	7	14	386	1 838
MISCELLANEOUS REPORTS TO PEACE-KEEPING OPERATIONS												
Miscellaneous reports	4										4	
Executive office reports	3										3	
Points of reference	5										5	
Weekly reports to the Secretary-General	13										13	
Situation Centre reports	261										261	
Troop-contributing countries	313										313	
TOTAL	599										599	

Table 2.C

Department of Peace-keeping Operations

Military officers

At the end of March 1994, 99 military officers worked in the Department of Peace-keeping Operations: 19 on United Nations contracts (UN), 75 on loan from governments at no cost to the Organization (GL) and 5 temporarily assigned from Field Missions (FM). The breakdown is as follows:

Unit	UN	FM	GL	Total
Military Adviser's Office	3	-	1	4
Situation Centre	7	-	19	26
Officers	7	-	12	19
Non-commissioned officers	-	-	7	7
Office of Planning and Support	4	-	49	53
Field Administration and Logistics Division	2	-	40	42
Finance Management and Support Service	-	-	5	5
Logistics and Communications Service	2	-	32	34
Personnel Management and Support Service	-	-	3	3
Mission Planning Service	-	-	7	7
Demining Unit	1	-	-	1
Training Unit	1	-	2	3
Office of Operations	4	6	6	16
Africa Division	3	4	1	8
ONUMOZ Support Team	1	2	-	3
Officers	1	1	-	2
Non-commissioned Officers	-	1	-	1
UNAVEM Support Team	1	-	-	1
UNOMIL Support Team	-	1	-	1
UNOSOM Support Team	1	1	1	3
Asia and Middle East Division	1	1	-	2
Europe and Latin America Division	1	-	5	6
UNPROFOR Support Team	1	-	5	6
Officers	1	-	4	6
Non-commissioned Officers	-	-	1	1
Total	19	5	75	99

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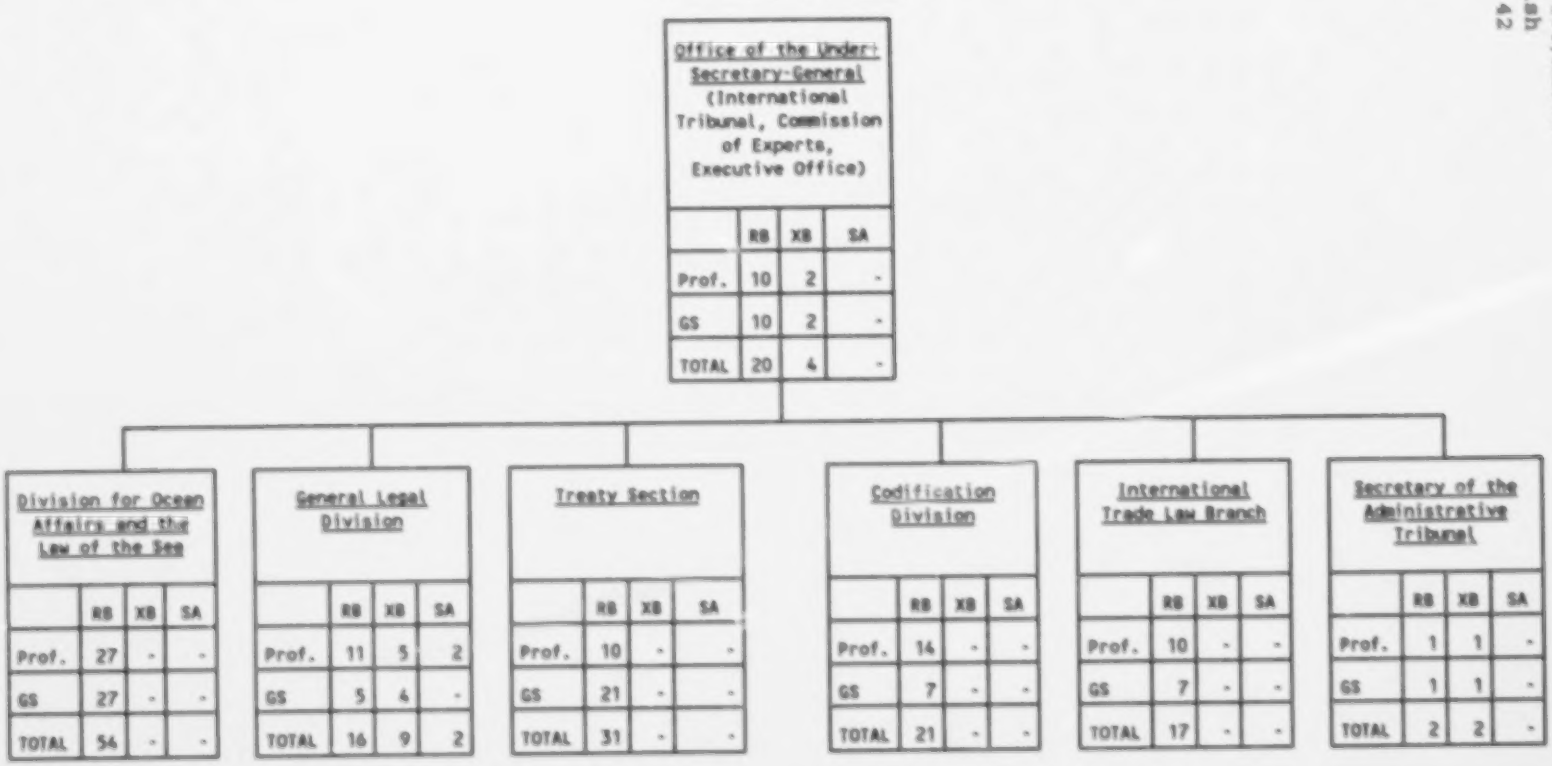
Table 3

Office of Legal Affairs


Office of the Under-Secretary-General (International Tribunal, Commission of Experts, Executive Office)
RB XB SA
Prof. 10 2 -
GS 10 2 -
TOTAL 20 4 -
Division for Ocean Affairs and the Law of the Sea
RB XB SA
Prof. 27 - -
GS 27 - -
TOTAL 54 - -
General Legal Division
RB XB SA
Prof. 11 5 2
GS 5 4 -
TOTAL 16 9 2
Treaty Section
RB XB SA
Prof. 10 - -
GS 21 - -
TOTAL 31 - -
Codification Division
RB XB SA
Prof. 14 - -
GS 7 - -
TOTAL 21 - -
International Trade Law Branch
RB XB SA
Prof. 10 - -
GS 7 - -
TOTAL 17 - -
Secretary of the Administrative Tribunal
RB XB SA
Prof. 1 1 -
GS 1 1 -
TOTAL 2 2 -

/...

Table 3.A

Office of Legal Affairs

Workload Statistics for 1993

General Legal Division post	JAN %	FEB %	MAR %	APR %	MAY %	JUN %	JUL %	AUG %	SEP %	OCT %	NOV %	DEC %	1993 average	1992 average	Percentage change
D2	3	19	10	4	11	22	15	20	23	19	27	24	16.4	8.2	100
D1	14	10	4	22	15	17	7	1	6	17	13	17	11.9	5.8	105
D1	25	20	35	45	40	50	15	20	15	15	30	10	26.7	11.5	132
P5	11	-	5	19	7	22	-	15	-	6	-	5	7.5	3.9	92
P5	SL	SL	50	30	13	36							32.3	0.0	NA
P5	45	6	31	19	28	44	31	36	10	40	34	34	29.8	11.2	166
P5	10	2	7	1	40	30	15	10	5	25	40	20	17.1	4.8	256
P5-SA a/								90	73	61	62	29	63.0	19.3	226
P4	-	15	14	13	9	11	17						11.3	17.0	(34)
P4	OM	OM	OM	OM	OM	OM	OM	OM	OM	OM	55	25	40.0	28.3	41
P4	6	4	7	11	12	15	7	2	34	27	17	15	13.1	0.0	NA
P4-SA b/	34	47	55	95	95	95	95	95	95	95	95	95	82.6	8.9	828
P3	OM	OM	OM	OM	OM	OM	OM	43	18	7	9	42	23.8	0.0	NA
P3	12	10	10	15	-	-	-	5	10	15	5	10	7.7	8.3	(8)
P3	5	9	28	32	29	24	3	21	16	58	79	34	28.2	15.7	79
P2	3	10	37	44	28	63	42	36	43	12	40	67	35.4	11.3	213
P2-MR	7	12	4	11	26	31	12	13	72	41	13	12	21.2	7.8	171
P2	-	7	5	20	42	37	4	31	32	17	29	39	21.9	13.0	69
P2-MR	46	38	13	19	8								24.8	17.5	42
1993 AVGS	14.7	13.9	19.7	25.0	25.2	33.1	18.8	29.2	30.1	30.3	34.3	29.9	27.1	10.1	167
1992 AVGS	9.6	5.6	5.5	8.9	4.6	14.0	7.8	16.6	9.7	12.3	12.3	17.1			

SL = Sick Leave OM = On Mission SA = Deployed from the support account MR = Mission replacement

a/ Post deployed from the Support Account in May 1993.

b/ Post deployed from the Support Account at the level of P-3, but duties assigned to the then incumbent at level of P-4, owing to the requirement of having a more experienced staff member service the Commission of Experts and the International Tribunal.

Table 4

Office for inspections and investigations

Audit and Management Control Division			
	RB	XB	SA
Prof.	30	14	7
GS	15	10	-
TOTAL	45	24	7

Investigations Unit			
	RB	XB	SA
Prof.	3	-	2
GS	1	-	1
TOTAL	4	-	3

Table 4.A

Audit and Management Control Division

Workload statistics on the audit of peace-keeping operations in 1992-1993

Assignment No. and Title		Actual No. of days
H92/014	Payments to troop-contributing countries	53.25
H92/015	UNSCOM	78.50
H92/020	UNPROFOR	88.75
H92/022	MINURSO	70.50
H92/025	UNTAC	747.75
H92/027	UNAVEM II	79.00
H92/057	UNOSOM	32.75
H92/059	Selected contracts	155.50
H93/004	UNPROFOR	179.50
H93/005	UNAVEM II	40.25
H93/007	ONUMOZ	18.00
H93/008	UNOMSA	20.75
N93/013	Nairobi Liaison Office - UNOSOM	20.00
G93/025	UNTAC	76.00
H93/026	FOD accounts system	95.25
H93/028	UNOSOM II	40.50
H93/030	MINURSO	96.25
H93/036	UNPROFOR	110.50
H93/048	ONUSAL	17.50
H93/055	UNIKOM	87.00
H93/056	Morris Catering - UNOSOM	9.50
H93/057	ONUMOZ	87.00
H93/062	AUSCO Int'l. - UNTAC	17.00
H93/067	UNSCOM	33.50
H93/068	UNIFIL	57.25
H93/073	UNAVEM II	66.00
H93/077	UNSCOM	24.25
H93/078	UNOSOM II	97.00
H93/079	UNPROFOR	64.75
H93/081	Payments to SKYLINK	227.50
H93/151	Liaison/inspection - UNTAC	9.75
		2 841.00

Table 5

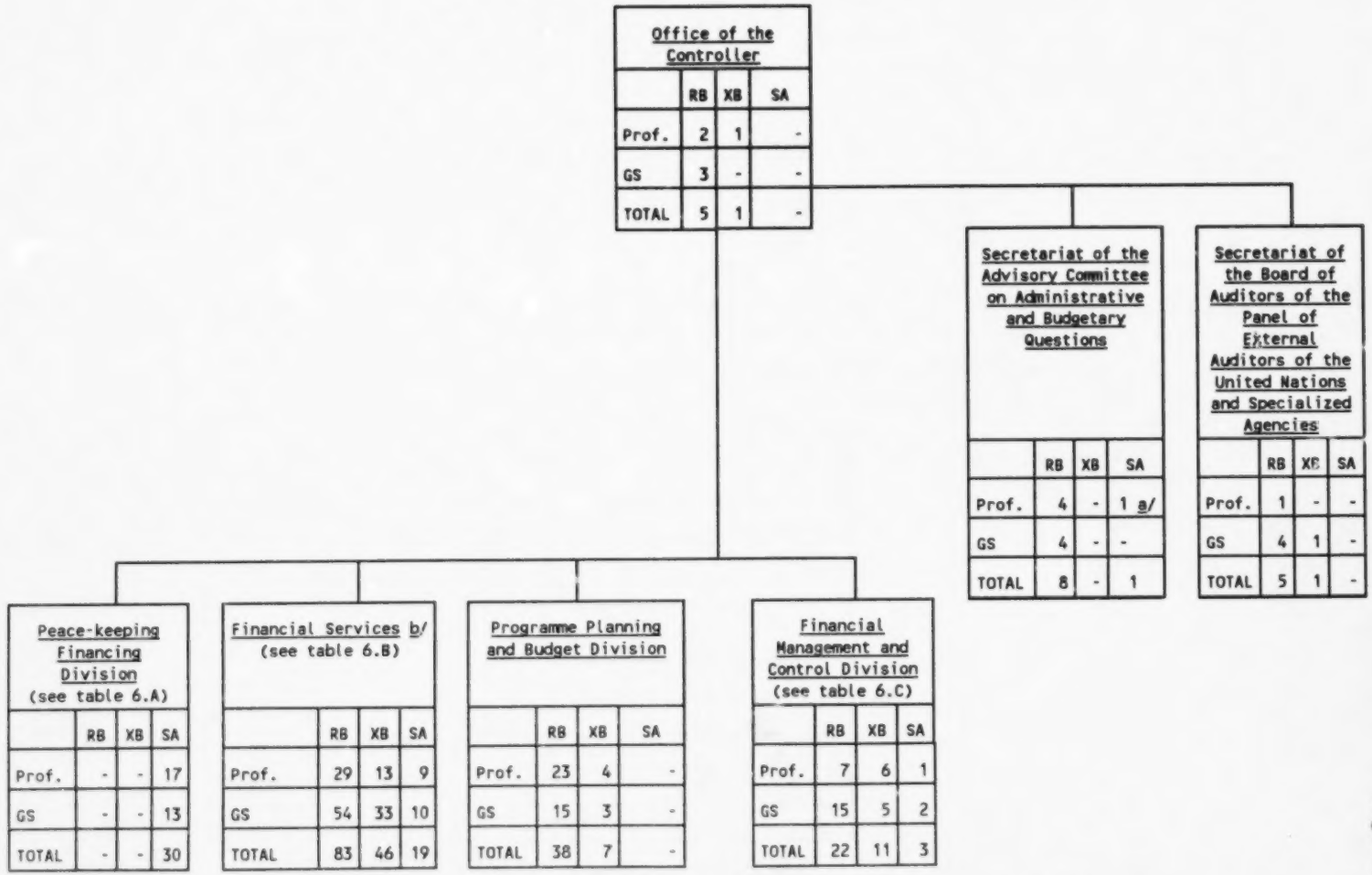
Department of Administration and Management

Office of the Security Coordinator

Office of the Director			
	RB	XB	SA
Prof.	-	2	1
GS	-	2	1
TOTAL	-	4	2

Table 6

Office of Programme Planning, Budget and Finance


Office of the Controller
RB XB SA
Prof. 2 1 -
GS 3 - -
TOTAL 5 1 -
Secretariat of the Advisory Committee on Administrative and Budgetary Questions
RB XB SA
Prof. 4 - 1 a/
GS 4 - -
TOTAL 8 - 1
Secretariat of the Board of Auditors of the Panel of External Auditors of the United Nations and Specialized Agencies
RB XB SA
Prof. 1 - -
GS 4 1 -
TOTAL 5 1 -
Peace-keeping Financing Division (see table 6.A)
RB XB SA
Prof. - - 17
GS - - 13
TOTAL - - 30
Financial Services b/ (see table 6.B)
RB XB SA
Prof. 29 13 9
GS 54 33 10
TOTAL 83 46 19
Programme Planning and Budget Division
RB XB SA
Prof. 23 4 -
GS 15 3 -
TOTAL 38 7 -
Financial Management and Control Division (see table 6.C)
RB XB SA
Prof. 7 6 1
GS 15 5 2
TOTAL 22 11 3

a/ Financed equally from the support account for peace-keeping operations and from the support account for extrabudgetary administrative structures.

b/ Includes the Accounts Division and the Treasury.

/...

Table 6.A

Office of Programme Planning, Budget and Finance

Peace-keeping Financing Division

Office of the Director			
	RB	XB	SA
Prof.	-	-	1
GS	-	-	2
TOTAL	-	-	3

Policy and Standardization Unit			
	RB	XB	SA
Prof.	-	-	-
GS	-	-	2
TOTAL	-	-	2

Africa Section			
	RB	XB	SA
Prof.	-	-	6
GS	-	-	3
TOTAL	-	-	9

Asia and Middle East Section			
	RB	XB	SA
Prof.	-	-	5
GS	-	-	3
TOTAL	-	-	8

Europe and Latin America Section			
	RB	XB	SA
Prof.	-	-	5
GS	-	-	3
TOTAL	-	-	8

Table 6.A.1

Peace-keeping Financing Division

Workload statistics for 1993

	Financing reports		Legislative reports		Administrative matters			
	Gen. Assembly Sec. Council	ACABQ	Fifth Committee	Gen. Assembly	Allotments	Staffing table authorizations	Letters to Governments	Initiate payment to Governments
UNDOF	1	-	1	1	7	1	48	12
UNIFIL	1	-	1	1	7	1	160	16
UNAVEM	10	4	2	2	10	7	-	-
UNIKOM	3	1	2	2	10	3	40	12
GULF687	-	1	-	-	126	12	-	-
MINURSO	-	4	2	2	4	4	22	11
ONUSAL	2	2	3	3	9	3	-	-
UNTAC/UNMIH/ UNMLTIC	7	8	4	4	24	2	93	15
UNPROFOR	9	5	2	2	23	6	225	36
UNOSOM	3	1	3	3	22	1	95	16
ONUMOZ	3	1	3	3	16	2	28	3
UNFICYP	2	1	2	2	15	4	36	5
UNOMIG	1	1	1	1	3	-	-	-
UNOMIL	2	-	1	1	1	-	-	-
UNOMUR	2	1	1	1	3	-	-	-
UNAMIR	1	1	1	1	5	-	-	-
Support account for peace-keeping operations Peace-keeping Reserve Fund Rates of reimbursement Admin. & budgetary aspects of financing peace-keeping operations	3	1	1	1	86	65	40	-
TOTAL	50	32	30	30	271	111	787	126

/...

Table 6.8

Office of Programme Planning, Budget and Finance

Accounts Division
(including Treasury)

Office of the Director

	RB	XB	SA
Prof.	2	2	1
GS	2	1	-
TOTAL	4	3	1

Central Accounts Section

	RB	XB	SA
Prof.	7	1	2
GS	10	6	1
TOTAL	17	7	3

Trust Fund and Technical Cooperation Accounts Section

	RB	XB	SA
Prof.	3	2	1
GS	1	7	1
TOTAL	4	9	2

Operational Accounts Section

	RB	XB	SA
Prof.	4	2	2
GS	7	2	1
TOTAL	11	4	3

Disbursement Section

	RB	XB	SA
Prof.	7	3	-
GS	29	14	3
TOTAL	36	17	3

System Support Section

	RB	XB	SA
Prof.	3	2	1
GS	2	-	-
TOTAL	5	2	1

Treasury

	RB	XB	SA
Prof.	3	1	2
GS	3	3	4
TOTAL	6	4	6

Table 6.B.1

Accounts Division and Treasury

Workload indicators

Operational Accounts Section

Accounts for 1984-1985: 5 statements and 14 schedules.

Accounts for 1992-1993: 23 statements and 57 schedules.

Disbursements Section - Payroll

Payroll in 1985: 9,900 staff members

Payroll in 1993: 14,700 staff members (of which 14 per cent are in peace-keeping)

Disbursements Section - vendors and travel

Monthly average airline ticket costs in 1987: $590,000

Monthly average airline ticket costs in 1993: $1,390,000

Table 6.C

Office of Programme Planning, Budget and Finance

Financial Management and Control Division

Office of the Deputy Controller			
	RB	XB	SA
Prof.	3	2	-
GS	1	1	-
TOTAL	4	3	-

Contributions Section			
	RB	XB	SA
Prof.	2	1	1
GS	4	1	1
TOTAL	6	2	2

Insurance Section			
	RB	XB	SA
Prof.	1	3	-
GS	7	3	1
TOTAL	8	6	1

Secretariats of the Advisory Board on Compensation Claims and United Nations Claims Board			
	RB	XB	SA
Prof.	1	-	-
GS	2	1	-
TOTAL	3	1	-

Table 6.C.1

Office of Programme Planning, Budget and Finance

Financial Management and Control Division

Workload indicators

Health and life insurance applications
Peace-keeping missions

	May-December 1993	January-April 1994
UNOVER	6	-
UNTAC	58	2
UNIFIL	42	12
UNDOF	6	-
UNPROFOR	55	29
UNOMOZ	35	5
UNOSOM	95	56
ONUSAL	31	12
UNAVEM	9	-
UNTSO	27	6
MICIVIH	87	1
UNFICYP	2	2
UNIKOM	2	6
UNOMSA	2	72
UNOMIL	-	9
UNAMIR	-	6
MINURSO	-	-
Total	457	222

Peace-keeping Operations
Number of insured vehicles (all types, including armoured personnel carriers), by mission, as at 15 March 1994

MICIVIH	94
MINURSO	289
ONUMOZ	2 080
ONUSAL	425
OSGAP	13
UNAU-B	20
UNAVEM II	221
UNFICYP	173
UNGCI	115
UNIKOM	419
UNMOGIP	94
UNMOT	5
UNOMIG	19
UNOSOM	4 489
UNPROFOR	9 924
UNSD	337
UNTSO	218
UNDOF	409
UNIFIL	1 196
UNARDOL	2
Total	20 542

Peace-keeping Operations Number of insured aircraft (Government-loaned) as at 31 March 1994	
ONUMOZ	7
UNIFIL	5
UNPROFOR	20
Total	42

Vehicle accident reports March 1993-March 1994	
MINURSO	2
ONUMOZ	24
ONUSAL	6
OSGAP	1
UNAU-B	30
UNAVEM II	37
UNDOF	27
UNIFIL	167
UNIKOM	17
UNMOGIP	5
UNOMIL	1
UNOSOM	1
UNPROFOR	351
UNTAC	521
UNTSO	55
Total	1 245

Table 7

Office of Human Resources Management

Office of the Director			
	RB	XB	SA
Prof.	3	-	-
GS	2	-	-
TOTAL	5	-	-

Appointment and Promotion Bodies Secretariat Office of the Focal Point for Women Planning and Information Section			
	RB	XB	SA
Prof.	5	1	-
GS	15	1	-
TOTAL	20	2	-

Recruitment and Placement Division (see table 7.A)			
	RB	XB	SA
Prof.	25	2	3
GS	41	-	6
TOTAL	66	2	9

Staff Administration and Training Division (see table 7.B)			
	RB	XB	SA
Prof.	34	2	3
GS	38	1	4
TOTAL	72	3	7

Medical and Employee Assistance Division (see table 7.C)			
	RB	XB	SA
Prof.	6	2	3
GS	17	10	4
TOTAL	23	12	7

Table 7.A

Office of Human Resources Management

Recruitment and Placement Division

Office of the Director

	RB	XB	SA
Prof.	1	-	-
GS	1	-	-
TOTAL	2	-	-

Professional Staffing Service

	RB	XB	SA
Prof.	12	2	3
GS	26	-	4
TOTAL	38	2	7

Examinations and Tests Section

	RB	XB	SA
Prof.	7	-	-
GS	8	-	-
TOTAL	15	-	-

General Staffing Section

	RB	XB	SA
Prof.	5	-	-
GS	6	-	2
TOTAL	11	-	2

Table 7.A.1

Office of Human Resources Management

Recruitment and Placement Division

Workload statistics 1993

	Total	Regular Budget	Peace-keeping	Percentage
Recruitments	2 356	1 450	906	39
Promotions	689	689		
Placements	1 252	581	671	54
Examinations	2 935	2 935		

Table 7.8

Office of Human Resources Management

Staff Administration and Training Division

Office of the Director

	RB	XB	SA
Prof.	1	-	-
GS	1	-	-
TOTAL	2	-	-

Compensation and Classification Service

	RB	XB	SA
Prof.	8	1	2
GS	7	-	2
TOTAL	15	1	4

Staff Administration and Monitoring Service

	RB	XB	SA
Prof.	8	-	1
GS	14	-	2
TOTAL	22	-	3

Administrative Review Unit

	RB	XB	SA
Prof.	2	1	-
GS	2	1	-
TOTAL	4	2	-

Training Service

	RB	XB	SA
Prof.	13	-	-
GS	11	-	-
TOTAL	24	-	-

Rules and Personnel Manual Unit

	RB	XB	SA
Prof.	2	-	-
GS	3	-	-
TOTAL	5	-	-

Table 7.8.1

Office of Human Resources Management

Staff Administration Training Division

Workload statistics 1993

	Total	Regular budget	Peace-keeping	Percentage
Promotions and SPAs	2 759	2 324	435	16
Contracts	24 088	19 333	4 755	19
Application of rules and policies	6 579	5 658	921	14
Monitoring	47 294	40 531	6 763	14
Consultations	37 291	33 728	3 563	10
Correspondence	7 203	5 076	2 127	30
Occupational training	3 032	3 032		
Language training	3 899	3 899		
Language proficiency examination	1 844	1 844		
Classification	1 003	1 003		
Surveys for peace-keeping missions	8		8	100
GA reports on rules and regulations	2	2		
Revisions to regulations and rules	3	3		
Administrative issuances	91	91		
Interpretation of regulations, rules and issuances	1 700	1 520	180	11
Review of administrative decisions	441	400	41	9

Table 7.C

Office of Human Resources Management

Medical and Employee Assistance Division

Office of the Medical Director

	RB	XB	SA
Prof.	1	-	-
GS	2	-	-
TOTAL	3	-	-

Medical Service

	RB	XB	SA
Prof.	3	2	2
GS	8	9	4
TOTAL	11	11	6

Staff Counsellor's Office

	RB	XB	SA
Prof.	1	-	1
GS	2	1	-
TOTAL	3	1	1

Staff Activities and Housing Unit

	RB	XB	SA
Prof.	1	-	-
GS	4	-	-
TOTAL	5	-	-

Special Representative of the Secretary-General for UNIS

	RB	XB	SA
Prof.	-	-	-
GS	1	-	-
TOTAL	1	-	-

Table 7.C.1

Office of Human Resources Management

Medical and Employee Assistance Division

Workload statistics 1993

	Overall total	Peace-keeping	Percentage
1. Clinical services			
Medical examinations	3 980	876	22
Consultations	70 853	46 763	66
Immunizations	6 002	2 521	42
Laboratory	157 296	31 460	20
Radiology	18 167	9 084	50
2. Medico-administrative activities			
Medical clearances	84 816	40 712	48
Sick-leave cases	145 887	10 212	7
Pension disability cases	334	53	16
Compensation cases	537	177	33
Special dependency benefit and special education grant cases	295	138	47
3. Field-related activities			
Ongoing technical support provided to other United Nations medical facilities	100	50	50
Missions undertaken at the request of and financed by UNDP and UNICEF and Field Operations Division/Department of Peace-keeping Operations	18	6	34
Medical evacuations	873	300	35

Table 8

Office of General Services

Office of the Director

	RB	XB	SA
Prof.	2	-	-
GS	3	-	-
TOTAL	5	-	-

Security and Safety Service

	RB	XB	SA
Prof.	3	-	-
GS/SS	187	10	-
TOTAL	190	10	-

Buildings and Commercial Services Division

	RB	XB	SA
Prof.	27	-	-
GS	129	1	-
TOTAL	156	1	-

Buildings Management Service (see table 8.A)

	RB	XB	SA
Prof.	13	1	-
GS/TC	244	18	3
TOTAL	257	19	3

Purchase and Transportation Service (see table 8.B)

	RB	XB	SA
Prof.	17	-	12
GS/TC	79	10	16
TOTAL	96	10	28

Electronic Services Division (see table 8.C)

	RB	XB	SA
Prof.	29	2	1
GS/TC	58	15	3
TOTAL	87	17	4

Table 8.A

Office of General Services

Buildings Management Service

Office of the Chief

	RB	XB	SA
Prof.	3	-	-
GS	3	-	-
TOTAL	6	-	-

Broadcast and Conference Engineering Unit

	RB	XB	SA
Prof.	2	-	-
GS	9	-	-
TOTAL	11	-	-

Information and Reception Unit

	RB	XB	SA
Prof.	1	-	-
GS	7	-	-
TOTAL	8	-	-

Planning and Design Section

	RB	XB	SA
Prof.	4	-	-
GS/TC	30	-	-
TOTAL	34	-	-

Maintenance and Operations Section

	RB	XB	SA
Prof.	2	-	-
GS/TC	111	-	-
TOTAL	113	-	-

Mail Operations Section

	RB	XB	SA
Prof.	1	1	-
GS/TC	84	18	3
TOTAL	85	19	3

Table 8.8

Office of General Services

Purchase and Transportation Service

Office of the Chief

	RB	XB	SA
Prof.	2	-	-
GS	3	-	-
TOTAL	5	-	-

External Printing Services Section

	RB	XB	SA
Prof.	3	-	-
GS	5	-	-
TOTAL	8	-	-

Headquarters and Regional Offices Procurement Section

	RB	XB	SA
Prof.	6	-	-
GS	5	1	-
TOTAL	11	1	-

Field Missions Procurement Section

	RB	XB	SA
Prof.	2	-	12
GS	5	-	12
TOTAL	7	-	24

Processing Unit

	RB	XB	SA
Prof.	1	-	-
GS/TC	15	-	2
TOTAL	16	-	2

Transportation Section

	RB	XB	SA
Prof.	3	-	-
GS/TC	46	9	2
TOTAL	49	9	2

Table 8.B.1

Office of General Services

Field Missions Procurement Section

Workload statistics

January-December 1993

Acronym	No. of purchase orders	Total value (Thousands of dollars)
UNTSO	82	1 384
UNMOGIP	45	851
UNFICYP	19	341
UNDOF	207	2 486
UNIFIL	271	11 545
UNIKOM	124	4 109
UNAVEM	93	9 533
ONUSAL	36	2 127
MINURSO	131	10 725
UNPROFOR	340	120 082
UNTAC	225	93 621
ONUMOZ	183	53 951
UNOSOM	295	151 631
UNOMUR	14	361
UNOMSA	2	105
UNOMIL	16	2 314
MICIVIH	36	1 120
UNGCI	29	372
UNSD	41	2 922
UNAMIR	3	41 000
UNSGI-B	12	145
UNOMIG	3	2
UNOVER	8	41
UNMOT	8	320
UNGOMAP	5	6
ONUVEN	3	1
FOD	57	566
ONUVEH	1	13
TOTAL	2 289	470 715

Table 8.C

Office of General Services

Electronic Services Division

Office of the Director			
	RB	XB	SA
Prof.	2	-	-
GS	3	-	-
TOTAL	5	-	-

Technological Innovations Service			
	RB	XB	SA
Prof.	15	-	-
GS	8	-	-
TOTAL	23	-	-

Telecommunications and Computer Operations			
	RB	XB	SA
Prof.	29	2	1
GS/TC	58	15	3
TOTAL	87	17	4

Annex VI

SUMMARY OF PROJECTED EXPENDITURE FOR 1994

	Jan. - June US$	July - Dec. US$	Total US$
1. Posts			
342	12 053 800		12 053 800
434		14 542 700	14 542 700
2. General temporary assistance			
Department of Peace-keeping Operations		50 000	50 000
Department of Administration and Management	110 000	30 000	140 000
Executive Office of the Secretary-General	90 000	87 700	177 700
3. Overtime			
Department of Peace-keeping Operations	20 000	50 000	70 000
Department of Administration and Management	30 000	30 000	60 000
4. Travel			
Department of Peace-keeping Operations	150 000	100 000	250 000
Peace-keeping Financing Division		40 000	40 000
5. Training			
Department of Peace-keeping Operations		200 000	200 000
Office of Human Resources Management		280 000	280 000
6. Special equipt. (SitCen)		592 000	592 000
7. Common services	3 072 100	3 246 900	6 319 000
	15 525 900	19 249 300	34 775 200